




CourseLogo

Course Title

Lesson Plan

Module Title		
Time/ Instructor	Content/Outline	Method/Notes
8:00-8:30 30 minutes Instructor:	A. Module Section 1. Sub-heading or sub topic <ul style="list-style-type: none">• Bullet point• Bullet point• Bullet point 2. Sub-heading or sub topic <ul style="list-style-type: none">• Bullet point• Bullet point• Bullet point 3. Sub-heading or sub topic <ul style="list-style-type: none">• Bullet point• Bullet point• Bullet point	 Flipchart Activity Logos or notes to depict methods of instruction

Blue italics for instructions and notes to the instructor
Black regular text for scripted language





Effective Training Techniques

Lesson Plan – Day One

Introductions	Content/Outline	Method/Notes
<p>Time/ Instructor</p> <p>Day 1 AM</p> <p>8:00–8:30</p> <p>30 minutes</p> <p>Instructor:</p>	<p>A. Getting to Know Each Other</p> <p>Note: Prior to the beginning of class greet participants as they arrive and hand them a raffle ticket. Instruct them to hold on to it until the last day when they will find out its usefulness. Be sure to save the other halves of those tickets so that you can use them in the raffle on Day Three.</p> <p>Good morning and welcome to Effective Training Techniques.</p> <p>Welcome the students and introduce yourselves. Be sure to include your credentials/experience to lend credibility to yourself as the trainer. Also point out that you are not the “expert”. Everyone in the room has experience and expertise to share and the learning takes place both ways. This is a team effort.</p> <p>1. M&M’s Exercise</p> <ul style="list-style-type: none"> Now that you know a little about us, we would like to learn a little bit about each of you. You each have a bag of M&M’s in front of you. 	<p>M&M’s Exercise</p> <p><u>Set-up</u></p> <p>Set a small package of M & Ms in front of each participant before the class begins. Have the M&M’s flipchart on the easel but placed behind another chart so that it cannot be seen.</p> 